FIRST QUARTERLY REVIEW/OMS PLANNING

COMPLETION OF PHASE II, OPERATION UPLIFT

28 February 1985

(handwritten marginalia) ...has been instrumental in keeping our ... janitors ... 120 day processing limit STAT

GOAL: Automation of applicant processing at OMS offices located

STAT

I. Automation of SSB

A. Equipment including 1 CPU, 1 disk drive, 2 workstations, and 1 printer delivered 11/20/84 to SSB.

B. Two secretaries trained while assessing their needs.

C. Daily work automated through the use of Wang Glossary.

D. Data bases set up for ARP and LOG BOOK using Wang Visual Memory.

II. Automation of SPD

A. Additional 7 workstations and 3 printers arrive on 12/06/85. Five workstations and 3 printers go down stairs to SPD.

B. Old method of tracking applicants

1. 6 boxes containing 2500 3 x 5 cards. *(handwritten) average of 10 forms per applicant*

2. 30 Applicants per day (Mon-Thurs) scheduled from hand-written list from OP. Dependents also seen daily for physicals and immunizations. 259's received from agency offices requesting SPD services.

3. Average of 10 forms prepared for each applicant's lab screening. Each form hand stamped using addressograph plate.

C. Data-base set up for Applicant Processing

1. As of 12/15/85 all new applicants entered into Wang data base. 3 x 5 cards continued to be made until all old cards entered into Wang.

2. Labels output from data base. Labels affixes to forms replace stamping forms with addressograph plate. Plate making eliminated by placing label on blue plastic card still needed by HDQS fileroom for index drawer. Extra labels placed in chart for later use (EKG, X-ray, or archiving).

3. 6 card boxes entered into Wang data base. Provides training opportunity for SPD personnel while eliminating the need for the boxes.

4. Glossaries written to automate output of LABELS, ADDON LABELS, updating STATUS line, print hardcopy of BACKUP LISTING.

5. Automated schedule listing printed from data base along with needed headings.

6. Hand-written schedule from Office of Personnel still exists. Office generating list does not send a current list electronically. Problems with last minute add-ons and cancellations.

7. Read-only access give to SSB eliminates phone calls to SPD questioning applicant status.

8. Write access to SSB secretaries. They will enter date applicant is psychologically approved/disapproved.

C. IMB sets up Menu on GIMS using MEDSIGN.

1. SPD personnel will enter applicants' names into MEDSIGN at the time a 259 is received. Chart number will be assigned at this time. All chart numbers will be accounted for. APPLICANT enters system immediately. Information needed on new employees in need of medical attention will available. (At this time, the 259's of successfully processed applicants are entered into MEDSIGN by IMB personnel--frequently after they report to their offices.)

2. Status of applicant will be updated in MEDSIGN by SPD personnel as needed.

3. Statistics can be gathered on all applicants.

4. A one-time update from WANG to GIMS will occur when the TELECOMMUNICATIONS line is made available. (We are still awaiting the port assignment from ODP that will enable us to complete this project.) All applicant information currently stored on the WANG will be sent across this line electronically to update MEDSIGN.

Thereafter, applicant information from GIMS will be down-loaded to the SPD Wang to continue the automated scheduling of appointments.

   D. Conclusion

      1. Time saved with automation of repetitive tasks.

      2. Noise level reduced by elimination of addressograph machine. Phone calls will steadily be reduced as automation is completed.

      3. Personnel excited with the changes. Morale increased as the office works together and seeks other ways to use computer resources.

      4. IMB be available for phone consultation and on site visits as necessary SPD 1/31/85.